

View Time Off (Leave) Balance as of a Specific Period

Use this procedure to view an employee's year-to-date leave balances and pay period leave balances as of a date you select.

Questions? Please contact your agency Timekeeper or HR Office for questions regarding leave requests and balances.

Procedure:

1. Search for the employee.

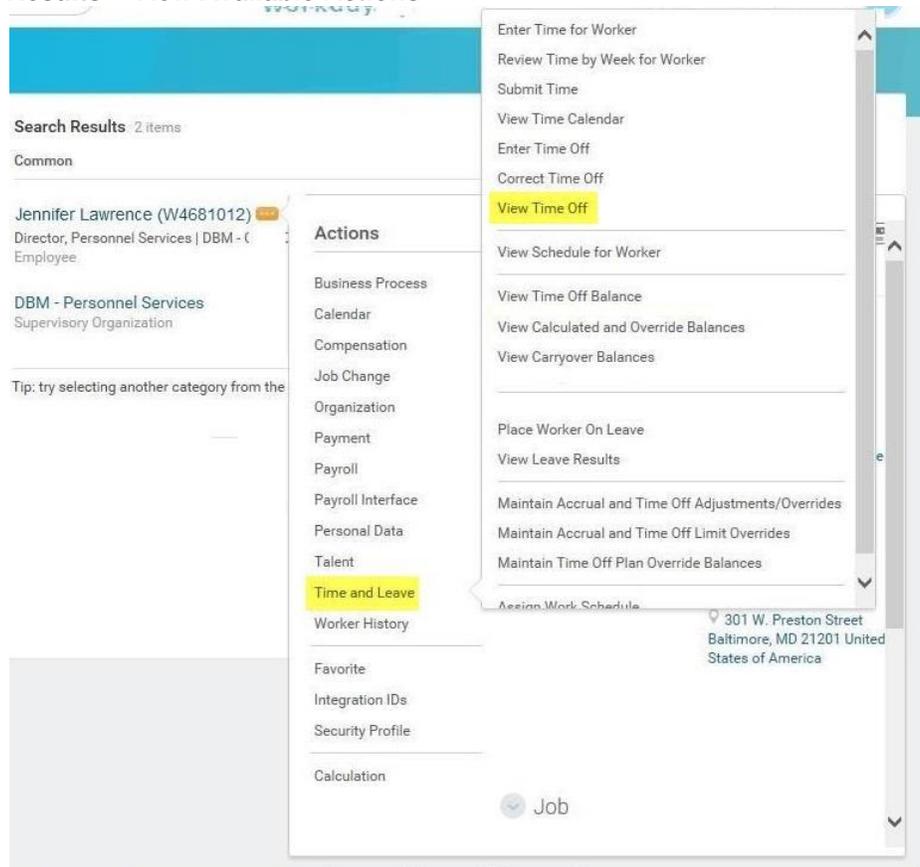


Tip: To find an employee....

- Type the employee name or employee ID in the **search** field. Then, click the **search** icon or click the **Enter** key. **OR**
- Find the employee in their assigned Supervisory Organization on **Members** tab.

2. Click on the Related Actions and Preview  button next to the employee's name.

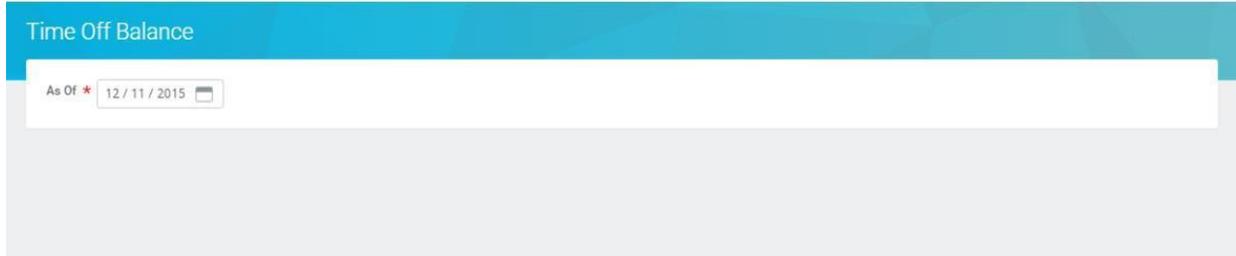
Search Results – View Available Actions



The screenshot displays the search results for Jennifer Lawrence (W4681012), Director, Personnel Services | DBM - (Employee). The 'Actions' menu is open, showing various options. The 'View Time Off' action is highlighted in yellow. Other actions include 'Enter Time for Worker', 'Review Time by Week for Worker', 'Submit Time', 'View Time Calendar', 'Enter Time Off', 'Correct Time Off', 'View Schedule for Worker', 'View Time Off Balance', 'View Calculated and Override Balances', 'View Carryover Balances', 'Place Worker On Leave', 'View Leave Results', 'Maintain Accrual and Time Off Adjustments/Overrides', 'Maintain Accrual and Time Off Limit Overrides', and 'Maintain Time Off Plan Override Balances'. The 'Time and Leave' category is also highlighted in yellow.

- In the menu, hover over Time and Leave, and then click View Time Off.

Time Off Balance



- In the As Of field, enter or select an appropriate date.



Tip: This date determines the pay period by which leave balances will be calculated.



- Click the **OK** button.

Time Off Balance

← Time Off Balance Human Torch (W1234567) [Menu] [Print]

Balance As Of Date 07/01/2015

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values:

Balances Tracked in Hours 16 items

1	2	3	4	5	6	7	8	9	10	11	12	13
Time Off Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period
Annual Leave	Hours	307.6		99.97	0	407.57	0	0	0	407.57	407.57	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)
										Total:	407.57	407.57
Annual Leave Time Off Termination Payout Plan	Hours	307.6		99.97	0	407.57	0	0	0	407.57	407.57	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)
										Total:	407.57	407.57
Compensatory Exempt Holiday Time	Hours	0		0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)
										Total:	0	0
Compensatory Time	Hours	0	0	0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)
										Total:	0	0
Leave Bank / Transition	Hours	0		0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015



Title: View Time Off (Leave) Balance as of a Specific Period
Role: Timekeeper
Functional Area: Time Tracking

6. On the Time Off Balance page, review the year-to-date leave balances and pay period balances.



Information: Values displayed are based on the **Balance As Of Date** entered on the previous page. To view details, click on the links in the columns with Year-to-Date values.

Time Off Balance Page

#	Column	Then
1	Time Off Plan	Leave types. For example: <ul style="list-style-type: none"> - Annual Leave - Annual Leave Time Off Termination Payout Plan - Compensatory Time - Cash Overtime (FLSA) Compensatory Time - Compensatory Exempt/Non-Exempt Holiday Time - Leave Bank/Donation Time - Personal Leave - Salary Reduction Recovery - Sick Time
2	Unit of Time	Unit of time for the leave type (e.g., hours).
3	Beginning Year Balance	Beginning leave balance for the next 12-month period.
4	Carryover Balance	Leave balance that was carried over to the next 12-month period.
5	Accrued Year to Date	Leave accrued year-to-date.
6	Time Off Paid Year To Date	Total leave paid year-to-date.
7	Beginning Period Balance	Beginning balance as of the pay period.
8	Accrued in Period	Hours accrued in the pay period.
9	Time Off Paid in Period	Leave paid in the pay period.
10	Carrover Forfeited in Period	Total hours that have been lost and cannot be used during the pay period, e.g., loss of Annual Leave or Compensatory Leave.
11	Ending Period Balance	Ending leave balance for the current pay period.
12	Ending Period Balance Including Pending Events	Ending leave balance for approved <u>and</u> unapproved leave in the period.
13	As of Period	Pay period by which the period balances listed are calculated.

7. The System Task is complete.